



## Candidate Information

<b>Position:</b>	Project Co-ordinator
<b>School/Department:</b>	Faculty Office EPS
<b>Reference:</b>	19/107410
<b>Closing Date:</b>	Tuesday 7 May 2019
<b>Salary:</b>	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution).
<b>Duration:</b>	2 years and 3 months

### JOB PURPOSE:

Reporting to the Faculty Project Manager, the postholder will support the Faculty Deans of Education and Postgraduate Studies to deliver significant transformation projects in line with achievement of a step change to our student experience. The postholder will be responsible for project management of projects including, but not limited to enhancing Digital Learning in line with the roll out of a new Virtual Learning Environment and implementation of other projects in support of Innovation in Teaching

### MAJOR DUTIES:

1. Supporting the Faculty Deans of Education and Postgraduate Studies and the Faculty Project Manager in delivery of key transformational projects by providing project management support - developing and maintaining project plans, preparing project reports, monitoring progress against key milestones, dependencies and risks.
2. To be the primary point of contact for all project liaison developing effective networks across the Faculty and the University to share best practice and develop policies and practices which support academic staff to deliver on Faculty Education priorities
3. Supervise project teams as required including monitoring performance, providing regular feedback and ensuring that the appropriate learning and development support is in place.
4. Independently monitoring agreed Faculty projects, the post holder will be expected to take the initiative to escalate as appropriate potential barriers to delivery, addressing those barriers which fall within their remit.
5. To support the development of project business cases, identify key milestones, dependencies and resources required to ensure successful delivery and manage and report on project budgets and progress when required.
6. To lead or be a member of multi-disciplinary teams involving faculty academic staff, professional services staff and representatives from professional services directorates as required for the projects
7. Undertake benchmarking of QUB data with data from other UK and international universities and external organisations and partners where appropriate for the project.
8. Provide high quality proactive administrative support to the Deans for the implementation of Vision 2020 targets and beyond
9. Assist in the management of the Faculty's staff, including the Digital Learning team and clerical support team. This may involve participating in the selection and recruitment process, supervisory responsibility, and participating in staff training and development activities.
10. Undertake any other duties as may be reasonably required within the general ambit of the post.

### Planning and Organising:

1. A self starter the role holder will work with minimal supervision, planning and organising own work and the management of conflicting and changing priorities.
2. Monitor progress of self and others in a project setting, ensuring agreed key projects initiatives and operational plans are implemented and meet with professional and quality standards.
3. Take lead role in communicating information on new developments and changing priorities to relevant stakeholders to support effective decision making, maximising quality, efficiency and continuity

### Resource Management Responsibilities:

1. Contribute to the management of project resources within the area of project responsibility to ensure they are effectively managed and monitored; and contribute to the wider Faculty resource planning process.
2. Manage Faculty Digital Support Team and clerical staff where appropriate; monitoring and supporting the performance management and development of staff to ensure individual contributions are maximised.
3. Manage delegated project budgets.

**Internal and External Relationships:**

1. Establish an effective network of internal and external contacts to develop the level of knowledge and understanding across the spectrum of University activities to contribute across a range of projects and initiatives.
2. Work closely with staff in Schools, Faculty and Professional Services Directorates in resolving project issues
3. Strong team player with the ability to contribute and work with project partners across at University schools and directorates.

**ESSENTIAL CRITERIA:**

1. A primary degree or a minimum of five years experience in a project delivery role
2. At least three years' experience of project co-ordination maintaining extensive medium term project plans and associated documentation.
3. Previous experience of successful project management, with evidence of oversight and management of core project resources
4. Demonstrable Supervisory/coaching experience.
5. Driving project delivery through effective planning and monitoring of key project milestones
  - Successful stakeholder/partner engagement, with a proven record of influencing and negotiation.
  - The production of a suite of complex project management information to inform key decision making
  - The effective use of project management tools and techniques including project management software -
6. Experience of cultivating developing strong interdisciplinary relationships across a wide range of stakeholders
7. Strong ability to co-ordinate and manage a range of projects and tasks and prioritise own workload and that of others to achieve agreed objectives.
8. Proficient in Microsoft Office, especially Excel, Word and PowerPoint.
9. Strong team player who proactively contributes to team objectives
10. Evidence of ability to exercise initiative and work independently.
11. Work to high levels of accuracy whilst under pressure.
12. Excellent oral and written communication skills, including the production of high quality reports and documentation for senior management and external stakeholders.
13. Aligned to University Corporate Values – iCare (integrity, committed, ambition respect and excellence)

**DESIRABLE CRITERIA:**

1. Experience of working in a project role in the Higher Education sector / technology sector.
2. A recognised Project Management qualification.
3. Proficient in MS Project.
4. Supervisory skills and the ability to assign tasks to others and be responsible for ensuring work is completed to the required timescales and standards.